

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP# 216 TITLE: NINDS Inquiry Response and
Information Dissemination

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Carol Rowan
Phone-301-496-5751 Fax-301-402-2186

Proposal Address:

Building 31, Room 8A-07
31 Center Drive MSC 2540
Bethesda, MD 20892-2540

Billing Address:

Accounts Payable, OFM, NIH
Bldg 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: *December 1, 2004-November 30, 2009.*

C. PRICING METHOD: *Time and Material*

D. PROPOSAL INSTRUCTIONS: *Submit electronically and two copies to the POC. Limit response to 50 pages; however, appendant items such as corporate and personnel resumes need not be counted as part of this limit. Break out cost by task, e.g., cost of inquiry response, cost of publication writing, cost of meeting management, etc. Restrictions: Small businesses only.*

E. RESPONSE DUE DATE: *Response is due 15 working days from the release of the RFTOP at 4:00 PM EDT*

F. TASK DESCRIPTION: *See attached Statement of Work.*

G. EVALUATION FACTORS: *See attached evaluation criteria.*

RFTOP#

TITLE: *NINDS Inquiry Response and
Information Dissemination*

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

TO # PICS-_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Signature - Larry Manning, NIH-PICS Coordinator

Date